



Application for Pre-MBA, Diploma, and Certificate Programs
(Side A)

Student Information (Please Print Clearly)

Form fields for Student Information including Last or Family Name, First Name, Gender, Mailing Address for I-20, Date of Birth, City, State, Zip, Country, Area Code and Phone, E-mail, Country of Birth, Country of Citizenship, Signature of Applicant, and Date.

Certificate Options (Please Select only One Program)

Form fields for Certificate Options including checkboxes for Nonprofit Management Certificate, International Business Diploma, TESOL Certificate, Paralegal Studies Certificate, Pre-MBA Program, and a section for Applying for (year) with checkboxes for Fall, Winter, Spring, and Summer.

Please review the Admissions Requirements on the reverse side of this form.

Payment Options (Check one Box)

Please enclose a nonrefundable application fee of \$100 (\$50 for Hospitality Career Certificate) with this completed form.

Form fields for Payment Options including checkboxes for Personal Check/Money Order, Visa, MasterCard, or American Express Account #, and fields for Expiration Date, Cardholder Name, Cardholder Signature, and Cardholder Address.

Form fields for Transfer Student status with Yes/No checkboxes and a note: If YES, submit completed Transfer form with Application.

Form fields for School Transferring from and Last Day Attended.

Form fields for Advisor's Name and Advisor's Phone.

Admission Requirements

International Business Diploma Program

- ❑ A Four-year bachelor's degree from an accredited institution or equivalent
- ❑ TOEFL Score of 525 (paper)/197 (CBT)/71 (iBT) or above
- ❑ *Please enclose an official transcript verifying completion of a 4-year Bachelor's degree and a copy of your official TOEFL score.*

Nonprofit Management Certificate Program

- ❑ A Four-year bachelor's degree from an accredited institution or equivalent
- ❑ TOEFL Score of 525 (paper)/197 (CBT)/71 (iBT) or above
- ❑ *Please enclose an official transcript verifying completion of a 4-year Bachelor's degree and a copy of your official TOEFL score.*

Paralegal Studies Certificate Program

- ❑ A Four-year bachelor's degree from an accredited institution or equivalent
- ❑ TOEFL Score of 525 (paper)/197 (CBT)/71 (iBT) or above
- ❑ A statement of personal objectives and interest in the paralegal profession
- ❑ *Please enclose an official transcript verifying completion of a 4-year Bachelor's degree, a copy of your official TOEFL score, and a statement of personal objectives and interest in the paralegal profession.*

Pre-MBA Program

- ❑ A Four-year bachelor's degree from an accredited institution or equivalent
- ❑ 2.5 grade point average (GPA) for last two years of undergraduate study (minus Physical Education)
- ❑ TOEFL Score: Pre-MBA I: 513 (paper)/183 (CBT)/ 65 (iBT) or above Pre-MBA II: 525 (paper)/197 (CBT)/71 (iBT) or above
- ❑ *Please enclose an official transcript verifying completion of a 4-year Bachelor's degree and a copy of your official TOEFL score.*

TESOL Certificate Program

- ❑ A Four-year bachelor's degree from an accredited institution or equivalent
- ❑ TOEFL Score of 525 (paper)/197 (CBT)/71 (iBT) or above
- ❑ *Please enclose an official transcript verifying completion of a 4-year Bachelor's degree and a copy of your official TOEFL score.*

Submit Applications to:

Mail: American Language Program
California State University, East Bay
25800 Carlos Bee Boulevard
Hayward, CA 94542-3012 USA

Fax: (510) 885-2040

Email questions to: alpcert@csueastbay.edu